

# ST. CHARLES PARISH ASSESSOR

Hahnville, Louisiana

## Financial Report

Year Ended December 31, 2009

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/14/10



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**ST. CHARLES PARISH ASSESSOR**

Hahnville, Louisiana

Financial Report

Year Ended December 31, 2009

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# ST. CHARLES PARISH ASSESSOR

Hahnville, Louisiana

## Financial Report

Year Ended December 31, 2009

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## INDEPENDENT AUDITOR'S REPORT

Honorable Clyde A. Gisclair  
St. Charles Parish Assessor  
Hahnville, Louisiana

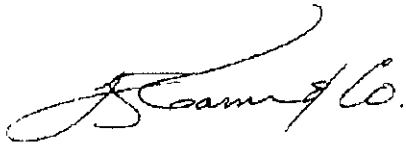
We have audited the accompanying financial statements of the governmental activities and the major fund of the St. Charles Parish Assessor, as of and for the year ended December 31, 2009, which collectively comprise the Assessor's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the St. Charles Parish Assessor. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the St. Charles Parish Assessor as of December 31, 2009, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 22, 2010, on our consideration of the Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis, budgetary comparison and schedule of funding progress information on pages 5 through 10, 32 and 33, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Thibodaux, Louisiana  
June 22, 2010

**Required Supplemental Information**  
(Part 1 of 2)

# **ST. CHARLES PARISH ASSESSOR**

Hahnville, Louisiana

## **Management's Discussion and Analysis** Year ended December 31, 2009

Our discussion and analysis of the St. Charles Parish Assessor's (hereafter referred to as the Assessor) financial performance provides an overview of the Assessor's financial activities for the fiscal year ended December 31, 2009. It is intended to serve as an introduction to the basic financial statements, fund financial statements, notes thereto, and other financial information. Please read it in conjunction with the Assessor's financial statements, which begin on page 11.

### **FINANCIAL HIGHLIGHTS**

The financial statements of the Assessor present the financial transactions of the Assessor's office. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

- The Assessor's assets exceeded its liabilities by \$2,514,709 (net assets) for the calendar year reported. This is a 1.0% increase over the prior year.
- Total net assets comprised of the following:
  - Capital assets of \$31,421 include furniture, equipment and vehicles, net of accumulated depreciation.
  - Unrestricted net assets of \$2,483,288 represent the portion available to maintain the Assessor's continuing obligations to its citizens.
- In 2009, cash decreased by \$387,676 while investments increased by \$690,361. At year-end, \$212,817 of total cash is held in a money fund, which earned \$5,821 in interest in 2009.
- In 2009, GASB 45 was implemented. This implementation resulted in an increase in current liabilities of \$32,131 and an increase in non-current liabilities of \$283,328 in the statement of net assets. There was also an increase of \$315,459 in the general government expenses on the statement of activities.
- Ad valorem tax revenue increased 3.5% or \$49,510. This is due to an increase in the number of assessments; however, the milage rate decreased from 1.41 in 2008 to 1.40 in 2009. The increase in the number of assessments is due to new construction and new business establishments.
- There was \$1,136 in depreciable capital assets purchased and \$12,189 assets disposed of during this fiscal year.

# **ST. CHARLES PARISH ASSESSOR**

Hahnville, Louisiana

## **Management's Discussion and Analysis Year ended December 31, 2009**

### **USING THIS ANNUAL REPORT**

This report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities found on pages 11 and 12 provides information about the financial activities of the Assessor as a whole. Fund financial statements start on page 13. For governmental-type activities, these statements illustrate how these services were financed in the short-term and what remains for future spending. Fund financial statements also report the Assessor's operations in more detail than the government-wide statements by providing information about the Assessor's most significant funds.

### **REPORTING ON THE GOVERNMENT-WIDE FINANCIAL STATEMENTS**

#### **The Statement of Net Assets and the Statement of Activities**

The government-wide financial statements present financial information for all activities of the Assessor from economic resources measurement focus using the accrual basis of accounting. They present governmental activities, such as general government, separately from business-type activities. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Assessor's net assets and the change in them. These net assets, the difference between the assets and the liabilities, are one way to measure the Assessor's financial position or financial health. Over time, increases or decreases in the Assessor's net assets are one indicator of whether its financial health is improving or deteriorating.

### **REPORTING ON THE ASSESSOR'S MOST SIGNIFICANT FUNDS**

#### **Fund Financial Statements**

The fund financial statements provide detailed information about the Assessor's General Fund. All of the Assessor's expenses are reported in a governmental fund, which focuses on how money flows into and out of that fund and the balances left at year-end that are available for spending. This fund is reported using the modified accrual method, which measures cash and all other financial assets that could readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Assessor's general operations and the expense paid from this fund. The information in the governmental fund helps determine if there are more or less financial resources to finance future Assessor expenses. We describe the relationship (or differences) between governmental activities, reported in the Statement of Net Assets and the Statement of Activities, and the governmental fund in reconciliations on pages 15 and 16.



# ST. CHARLES PARISH ASSESSOR

Hahnville, Louisiana

## Management's Discussion and Analysis Year ended December 31, 2009

### ANALYSIS OF THE ASSESSOR USING GOVERNMENT-WIDE FINANCIAL STATEMENTS

#### Statement of Net Assets

The following is a comparative analysis of the Assessor's net assets:

	<u>2009</u>	<u>2008</u>	<u>Difference</u> <u>\$</u>	<u>Difference</u> <u>%</u>
<b>ASSETS</b>				
Current assets	\$ 2,202,660	\$ 2,122,404	\$ 80,257	3.8%
Other assets	612,758	331,833	280,925	84.7%
Capital assets, net of acc. depr	31,421	43,610	(12,189)	-28.0%
<b>Total assets</b>	<u>2,846,839</u>	<u>2,497,847</u>	<u>348,993</u>	<u>14.0%</u>
<b>LIABILITIES</b>				
Current liabilities	45,802	8,773	37,029	422.1%
Non-current liabilities	286,328	-	286,328	100.0%
<b>Total liabilities</b>	<u>332,130</u>	<u>8,773</u>	<u>323,357</u>	<u>522.1%</u>
<b>NET ASSETS</b>				
Investment in capital assets, net of debt	31,421	43,610	(12,189)	-28.0%
Unrestricted	2,483,288	2,445,463	37,825	1.5%
<b>Total net assets</b>	<u>\$ 2,514,709</u>	<u>\$ 2,489,073</u>	<u>\$ 25,636</u>	<u>1.0%</u>

- The Assessor continues to maintain a healthy current ratio. The current ratio compares the current assets to current liabilities and is an indication of the ability to pay current obligations.
- The Assessor reported a positive balance in net assets for its governmental activities. Net assets increased by \$25,636 or 1.0%. Although current year revenues increased, the implementation of GASB 45 significantly affected the current year change in net assets as \$318,459 of accrued post-employment benefits were recorded as an expense on the statement of activities.
- Note that only 1.25% of the governmental activities' net assets are tied up in capital assets. Therefore, \$2,483,288 is available to the Assessor to provide services to its citizens.
- Total liabilities have increased by \$323,357. This is primarily attributable to the recording of other post-employment benefits payable, current and non-current, totaling \$318,459 (GASB 45 implemented in current year).

**ST. CHARLES PARISH ASSESSOR**  
Hahnville, Louisiana

Management's Discussion and Analysis  
Year ended December 31, 2009

**Statement of Activities**

The following table is a comparative analysis of the Assessor's revenues and expenses that produced the increase in net assets for the fiscal year.

<b>Revenue</b>	<b><u>2009</u></b>	<b><u>2008</u></b>	<b><u>Difference \$</u></b>	<b><u>Difference %</u></b>
Charges for Services	\$ 21,178	\$ 16,641	\$ 4,538	27.27%
General revenue	1,489,018	1,440,162	48,856	3.39%
Interest income	10,584	31,383	(20,799)	-66.27%
Reimbursement from taxing bodies	140,179	168,218	(28,039)	-16.7%
<b>Total Revenue</b>	<b>1,660,959</b>	<b>1,656,403</b>	<b>4,556</b>	<b>0.3%</b>
<b>Expenses</b>				
General government	1,635,323	1,316,667	318,656	24.2%
<b>Net change (loss) in net assets</b>	<b>25,636</b>	<b>339,736</b>	<b>(314,100)</b>	<b>-92.5%</b>
<b>Net assets:</b>				
Beginning of year	2,489,073	2,149,337	339,736	15.8%
<b>End of year</b>	<b>\$ 2,514,709</b>	<b>\$2,489,073</b>	<b>\$ 25,636</b>	<b>1.0%</b>

- The Assessor is heavily reliant on property taxes to support its operations. Property taxes provide 88% of the Assessor's total revenues. Because of the Assessor's healthy financial condition, we have been able to earn \$10,584 in interest earnings to support our activities. Also, note that the program revenues cover only 1% of governmental operating expenses. This means that the Assessor's taxpayers fund 99% of the Assessor's activities. As a result, the general economy and local businesses have a major impact on the Assessor's revenue streams.
- Since the assessor operations are staff oriented, approximately 83% of the budget is used for employee salaries and related benefits. Operating services, maintenance, and supplies make up the remaining 17% of total expenses.

**ST. CHARLES PARISH ASSESSOR**  
Hahnville, Louisiana

Management's Discussion and Analysis  
Year ended December 31, 2009

**ANALYSIS OF THE ASSESSOR'S GENERAL FUND**

The General Fund is the Assessor's operating fund and the source of day-to-day service delivery. As discussed, the General Fund is reported in the fund financial statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Remember that the data presented in the fund financial statements is presented on the modified accrual basis. This means that capital assets purchased during the year are reported as expenditures and no depreciation on these capital assets is reported as an expenditure in the same year.

The total ending general fund's fund balance is \$2,749,896. This reflects an increase of \$365,002 or 15% from last year. This increase is primarily the result of the events and programs described within the analysis of the Assessor's activities described above. The total amount is unreserved indicating availability for continuing Assessor service requirements.

**CAPITAL ASSETS AND LONG-TERM DEBT**

**Capital Assets**

The Assessor's investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2009 was \$31,421. At year-end, the depreciable capital assets for governmental activities were 88% depreciated. Depreciation expense was \$12,189. The Assessor purchased only one capital asset this year, a computer.

This results in a 28% decrease in book value of capital assets. This indicates that in the current year, the Assessor's assets depreciated at a faster rate than they were replaced.

The total percentage of depreciated capital assets is quite high which means that additional resources will be needed to continue to replace these capital assets in the future.

See Note 6 for additional information about changes in capital assets during the year.

**Long-term debt**

Due to the implementation of GASB 45, the Assessor is now required to record a liability for post employment benefits other than pensions. The balance of the Assessor's long term OPEB obligations at year end is \$286,328. See note 10 for more information.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The Assessor's budget is prepared using the modified accrual basis of accounting. It was amended one time during the year, on December 16, 2009 to more accurately reflect the Assessor's financial activity for the year. The two areas of significant change from the original to

**ST. CHARLES PARISH ASSESSOR**  
Hahnville, Louisiana

**Management's Discussion and Analysis**  
Year ended December 31, 2009

the amended budget were for the a decrease in investment income due to lower interest rates, to adjust for income from preparation of tax roll and to adjust for legal expenses incurred, which are reimbursed by the Parish and reported as revenue from other financing sources.

All items on the final budget were within the acceptable budgeted appropriations of 5%, as allowed by state law. A budget to actual comparison schedule can be found on page 32.

**CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Assessor's finances and to show the Assessor's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Mr. Clyde "Rock" Gisclair, Assessor, P.O. Box 303, Hahnville, Louisiana 70057.

**CLOSING COMMENTS**

The Assessor continues to closely monitor the use of its funds to ensure that the funds are spent wisely. We are very proud of the progress that has been made throughout the parish for our citizens.

## **Government-Wide Financial Statements**

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Statement of Net Assets**  
**For the Year Ended December 31, 2009**

	<b>Governmental Activites</b>
<b>ASSETS</b>	
Current assets:	
Cash	\$ 307,206
Certificates of deposit	409,437
Receivables	
Ad valorem taxes, net	1,464,387
State revenue sharing	21,527
Other	104
Total current assets	2,202,660
Capital assets:	
Capital assets, net of accumulated depreciation	31,421
Other assets:	
Certificates of deposit	196,906
Investments	415,852
Total other assets	612,758
<b>Total assets</b>	<b>\$ 2,846,839</b>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	\$ 13,662
Payroll liabilities and related payables	9
Net OPEB obligations	32,131
Total current liabilities	45,802
Non current liabilities:	
Net OPEB obligations	286,328
Total non current liabilities	286,328
<b>Total liabilities</b>	<b>\$ 332,130</b>
<b>NET ASSETS</b>	
Investment in capital assets, net of related debt	31,421
Unrestricted	2,483,288
<b>Total net assets</b>	<b>\$ 2,514,709</b>

The accompanying notes are an integral part of this statement.

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Statement of Activities**  
**For the Year Ended December 31, 2009**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	
Governmental activities:					
General government	\$ 1,635,323	\$ (21,178)	\$ (140,179)	\$ -	\$ (1,473,966)
<b>Total governmental activities</b>	<b>1,635,323</b>	<b>(21,178)</b>	<b>(140,179)</b>	<b>-</b>	<b>(1,473,966)</b>

**General Revenues:**

Ad valorem tax	\$ 1,456,727
State revenue sharing	32,291
Interest on investments	10,584
<b>Total general revenues</b>	<b>\$ 1,499,602</b>

Change in net assets \$ 25,636

**Net assets:**

<b>Beginning of the year</b>	<b>\$ 2,489,073</b>
<b>End of the year</b>	<b>\$ 2,514,709</b>

The accompanying notes are an integral part of this statement.

## **Fund Financial Statements**



**ST. CHARLES PARISH ASSESSOR  
Hahnville, Louisiana**

**Balance Sheet - Governmental Fund  
December 31, 2009**

	<u><b>General Fund</b></u>
<b>ASSETS</b>	
Current assets:	
Cash	\$ 307,206
Certificates of deposit	409,437
Receivables	
Ad valorem taxes receivable, net	1,464,387
State revenue sharing receivable	21,527
Other receivable	<u>104</u>
Total current assets	2,202,660
Other assets:	
Certificates of deposit	196,906
Investments	<u>415,852</u>
Total other assets	612,758
<b>Total assets</b>	<u><u><b>\$ 2,815,418</b></u></u>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Accounts payable	\$ 13,662
Payroll liabilities and related payables	9
Deferred revenues - ad valorem tax	30,324
Deferred revenues - state revenue sharing	<u>21,527</u>
Total liabilities	<u>65,522</u>
Fund balance:	
Fund balance - unreserved	<u>2,749,896</u>
<b>Total liabilities and fund balance</b>	<u><u><b>\$ 2,815,418</b></u></u>

The accompanying notes are an integral part of this statement.

**ST. CHARLES PARISH ASSESSOR  
Hahnville, Louisiana**

**Statement Revenues, Expenditures, and Changes in Fund Balances  
Governmental Fund - General Fund  
For the Year Ended December 31, 2009**

<b>Revenues</b>	
Ad valorem tax	\$ 1,465,080
State revenue sharing	32,657
Computer service fees	5,000
Listings	377
Preparation of tax roll	15,800
Interest on investments	10,584
<b>Total revenues</b>	<u>\$ 1,529,498</u>
<b>Expenditures</b>	
Salaries:	
Assessor	\$ 135,696
Deputies	563,600
Others	2,400
Payroll taxes & expenses	4,444
Disability insurance	1,969
Employer's contribution to group insurance	168,349
Uniforms	309
Employer's contribution to retirement	159,617
Deferred Compensation	43,108
Automobile expenditures	945
Contracted services	148,503
Dues and subscriptions	6,915
Equipment maintenance	13,768
Office expenditures	31,981
Other Insurance	6,318
Telephone	8,693
Travel and conventions	6,924
Capital Outlay	
Equipment	1,136
<b>Total expenditures</b>	<u>\$ 1,304,675</u>
Change in Fund Balance before Other Financing Sources (Uses)	\$ 224,823
<b>Other Financing Sources (Uses)</b>	
Reimbursement from other taxing bodies	140,179
<b>Total other financing sources (uses)</b>	<u>\$ 140,179</u>
<b>Net change in fund balances</b>	\$ 365,002
<b>Fund balances:</b>	
Beginning of the year	2,384,894
End of the year	<u><u>\$ 2,749,896</u></u>

The accompanying notes are an integral part of this statement.

**ST. CHARLES PARISH ASSESSOR  
Hahnville, Louisiana**

**Reconciliation of the Governmental Fund Balance Sheet to the  
Government-Wide Statement of Net Assets  
December 31, 2009**

Total Fund Balances - Total Governmental Funds	\$ 2,749,896
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Amounts reported for governmental activities in the Statement of  
Net Assets are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet	31,421
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Ad valorem taxes and state revenue sharing revenues will be collected after year end; but they are not available soon enough to pay for the current period expenditures; therefore, they are reported as deferred revenue in the fund.	51,851
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Other post-employment benefits payable	(318,459)
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Total Net Assets - Governmental activities	<u>\$ 2,514,709</u>
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The accompanying notes are an integral part of this statement.

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balances of Governmental Funds to the Statement of Activities  
For the year ended December 31, 2009**

Net Change in Fund Balances - Total Governmental Funds \$ 365,002

Amounts reported for governmental activities in the Statement of  
Activities are different because:

Governmental funds report capital outlays as expenditures. However, in  
the statement of activities, the cost of those assets is allocated over their  
estimated useful lives and reported as depreciation expense.

Capital outlay	\$ 1,136	
Depreciation expense	<u>(13,325)</u>	(12,189)

Ad valorem taxes and state revenue sharing revenue in the statement of  
activities that do not provide current resources is not reported as  
revenue in the fund. (8,718)

Generally expenditures recognized in the fund financial statements are limited  
to only those that use current financial resources but expenses and liabilities  
are reported in the statement of activities when they are incurred.

Accrued post-employment benefits (318,459)

Change in Net Assets - Governmental activities \$ 25,636

The accompanying notes are an integral part of this statement.

## **Notes to the Financial Statements**

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and peculiarly responsible for the actions of the deputies.

The assessor's office is located in the St. Charles Parish Courthouse in Hahnville, Louisiana. The assessor employs 12 employees, which include the assessor, 10 deputies and 1 part-time janitor. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the year. The assessor completes an assessment listing by May 1 and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

At December 31, 2009, there are 24,740 real property and movable property assessments totaling \$297,501,390 and \$853,833,020, respectively. Total exemption is \$98,326,155 and total taxable is \$1,053,008,255. This represents an increase from 2008 of 90 new assessments, an increase in assessed value of \$64,504 and an increase in taxable assessments of \$53,215,839. The increase in the number of assessments is primarily due to new construction and new business establishments.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements of the St. Charles Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The more significant accounting policies established in GAAP and used by the Assessor are discussed below.

**A. Reporting entity**

As the governing authority of the parish, the St. Charles Parish Council is the primary government for financial reporting purposes. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No.14 established criteria for determining which component units should be considered part of the St. Charles Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organizations governing body, and
  - a. The ability of the parish council to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the parish council.
2. Organizations for which the parish council does not appoint a voting majority but are fiscally dependent on the parish council.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on these criteria, management has determined that the St. Charles Assessor is not considered a component unit of the St. Charles Parish Council. The St. Charles Parish Assessor is a separate reporting entity because:

1. The Assessor is a separate legal entity, and not a part of the Parish Council or other governmental entities.
2. The Assessor is elected by the voters and is not appointed by the Parish Council.
3. The Parish Council does not have the ability to impose its will on the Assessor.
4. The Assessor is not fiscally dependent on the Parish Council, nor is the Assessor a significant financial burden to the Parish Council.

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

**B. Basis of Presentation**

**Government-Wide Financial Statements (GWFS)**

The statement of net assets and statement of activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity. The statement of activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements (FFS)**

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The fund of the Assessor is classified as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Assessor is described below:

Governmental Fund -



**ST. CHARLES PARISH ASSESSOR**  
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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Assessor and is used to account for the operations of the Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

**C. Measurement Focus/Basis of accounting**

Measurement Focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

**Measurement Focus**

On the government-wide statement of net assets and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

**Basis of Accounting**

In the government-wide statement of net assets and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Ad valorem taxes assessed are recorded, net of deferred taxes and net of an allowance for uncollectible receivables in the year the taxes are assessed. Deferred revenue is recorded for the amount of assessed taxes that are expected to be collected after the

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end of the year but are not expected to be available in time to pay current liabilities. "Available" means collectible within the current period or within 60 days after year-end. Ad valorem taxes are assessed for the calendar year, become due on November 15 of each year, and become delinquent on December 31. The tax collector generally collects the taxes in December of the current year and January and February of the ensuing year. Ad valorem tax revenue also includes prior year taxes received that were previously written off. Prior year net receivables written off are deducted from ad valorem tax revenue.

State revenue sharing is recorded, net of deferred revenue, for the current year's tax roll. Deferred revenue is recorded for the amount of the funds that are expected to be collected after the end of the year but are not expected to be collected in time to pay current liabilities.

All other revenues are recorded when measurable and available.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

When both *restricted and unrestricted resources* are available for use, it is the Assessor's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Cash and cash equivalents**

Cash includes amounts in interest bearing demand deposits and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

**E. Investments**

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the assessor's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

**F. Inventories**

Physical inventories consist of expendable supplies held for consumption. Because inventories are expended within one operating cycle, they are recorded as expenditures when paid for and are not recorded as an inventory asset.

**G. Prepaid items**

The assessor does not account for prepaid items.

**H. Capital assets**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The assessor maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Furniture	5 years
Computer equipment	5 years
Office equipment	5 years
Telephone equipment	10 years
Vehicles	5 years

**I. Equity Classifications**

In the government-wide statements, equity is classified as net assets and displayed in three components:

- a. Invested in capital assets — Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets — Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets — All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

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**Notes to the Financial Statements**  
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In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

**J. Budgetary and Budgetary Accounting**

The St. Charles Parish Assessor's budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). The proposed budget for 2009 was published in the official journal and made available for public inspection. The public hearing for the proposed budget was held December 15, 2008, and the budget was adopted on that date. Unexpended appropriations lapse at year end. Formal budget integration was employed as a management control device during the year the budget was amended. The amended budget was published in the official journal and made available for public inspection. The amended budget was adopted at a public hearing on December 16, 2009.

The assessor reserves all authority to make changes to the budget. When actual revenues fail to meet budgeted revenues by five percent or more and/or actual expenditures exceed budgeted expenditures by five percent or more, a budget amendment to reflect such changes is adopted by the assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**K. Vacation and Sick Leave**

Employees of the assessor's office earn from 0 to 20 days of vacation leave each year, depending on their length of service. Unused vacation leave may not be accumulated. Employees earn from 5 to 20 days of sick leave each year, depending on their length of service. A maximum of 50 days of sick leave may be accumulated. Upon retirement or death, unused accumulated sick leave is paid to the employee or to the employee's estate at the employee's current rate of pay.

In accordance with GASB Statement No.16, the cost of sick leave is accrued only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies such as medical appointments and funerals. There is no cost of leave privileges required to be reported on the financial statements.

**L. Compensated Absences**

Compensated absences are recognized as expenditures when leave is actually taken or when employees (or their heirs) are paid for accrued sick leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group. Because employees are not allowed to

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**Notes to the Financial Statements**  
Year Ended December, 31 2009

carryover vacation leave to future years, there is no long-term liability for compensated absences.

**M. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the assessor, which are either unusual in nature or infrequent in occurrence.

**N. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 2. CASH AND CASH EQUIVALENTS**

At December 31, 2009, the Assessor's cash (book balance) totaled \$307,206.

Cash & Equivalents	Cost	Fair Value	Interest Rate	Maturity	Credit Risk Category
Cash:					
First National Bank					
Checking	94,388	94,388	1.50%	Demand	Category 1
UBS Financial					
Money Market	212,817	212,817	0.61%	Demand	Category 1
Total Cash	<u>\$ 307,206</u>	<u>\$ 307,206</u>			

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

At December 31, 2009, the assessor has \$103,259 in demand deposits and certificates (collected bank balance) at First National Bank U\*S\*A. These deposits are secured from risk by \$250,000 federal deposit insurance (category 1).

At December 31, 2009, the assessor has \$212,817 in deposits (collected balance) at

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**Notes to the Financial Statements**  
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UBS Financial Services, Inc. These funds are held in the UBS Bank USA Deposit account, offering same-day liquidity and maintain a stable net asset value of \$1.00. These deposits are secured from risk by \$250,000 FDIC (category 1).

**NOTE 3. INVESTMENTS**

The assessor receives approximately 90% of the taxes receivable within sixty days after year-end. The funds are invested in several certificates of deposit, one maturing each month during the year. These funds are held in the Assessor's name at First National Bank U\*S\*A. Funds from the matured certificates are transferred monthly for operating expenses. The funds are fully insured by the federal government and collateralized by FDIC and pledged securities (categories 1 and 3). The certificates earned \$2,583 of interest income in the year 2009. At year-end, the balance of those certificates was \$57,394.

The Assessor also holds certificates of deposit with UBS Financial Services, Inc. At year-end, the values of these CD's were \$548,948. Of this total, \$352,043 mature within one year and are, therefore, classified as current assets.

In addition to the certificates of deposit, the Assessor holds investments with UBS. At year-end, the value of the account investments was \$415,852 (cost). Of these investments, \$314,545 was invested in Corporate Bonds and Notes and \$101,307 in Government Securities.

**NOTE 4. RECEIVABLES**

Ad valorem taxes receivable of \$1,464,387 is recorded net of an allowance for estimated uncollectibles of \$10,862. Allowance for estimated uncollectibles is determined by calculating the prior year assessment less the actual amount received from prior year tax roll, adding any prior year taxes collected which were previously written off.

Other receivables consist of interest receivable on taxes under protest totaling \$104.

**NOTE 5. LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 2009.

**ST. CHARLES PARISH ASSESSOR**  
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**Year Ended December, 31 2009**

	<u>Authorized Milage</u>	<u>Levied Milage</u>
St. Charles Parish Assessor	1.40	1.40

The following are the 10 largest taxpayers for St. Charles parish:

Taxpayer	2009 Assessment	Taxes Paid
Entergy Louisiana, Inc.	\$186,562,000	\$21,678,381
Union Carbide Corporation	145,020,740	16,652,732
Motiva Enterprises, LLC	95,037,874	10,876,134
Valero Marketing & Supply	53,286,395	6,098,095
Shell Oil Company	49,993,960	5,721,309
Monsanto Company	45,724,414	5,250,534
Motiva Enterprises, LLC	29,207,600	3,342,518
Valero Refining-New Orleans, LLC	20,983,322	2,401,331
Occidental Chemical Corp.	20,727,341	2,380,121
Shell Chemical Company	12,111,570	1,386,048
	<u>\$658,655,216</u>	<u>\$75,787,203</u>

**NOTE 6. CHANGES IN CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2009, is as follows:

	12/31/2008	Additions	Deletions	12/31/2009
Computer equipment	\$ 66,276	1,136		\$ 67,412
Furniture	84,808		(3,096)	81,712
Office equipment	62,443			62,443
Telephone equipment	11,911			11,911
Vehicles	38,771			38,771
Total	<u>264,209</u>	<u>1,136</u>	<u>(3,096)</u>	<u>262,249</u>

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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

	12/31/2008	Additions	Deletions	12/31/2009
Less accumulated depreciation:				
Computer equipment	(55,725)	(3,481)		(59,206)
Furniture	(84,808)	-	3,096	(81,712)
Office equipment	(52,838)	(2,384)		(55,222)
Telephone equipment	(9,827)	(1,191)		(11,018)
Vehicles	(17,402)	(6,269)		(23,671)
Total	(220,600)	(13,325)	3,096	(230,830)
Capital assets, net	\$ 43,609	\$ (12,189)	-	\$ 31,420

Depreciation expense for the year is \$12,189.

**NOTE 7. EXPENDITURES OF THE ASSESSOR PAID BY THE PARISH GOVERNMENT**

Certain operating expenditures of the assessor's office are paid by the parish council as required by Louisiana Revised Statute 33:4713. The assessor's office is located in the St. Charles Parish Courthouse. The St. Charles Parish Council pays the upkeep, maintenance, and insurance for the courthouse. These expenditures are not reflected in the accompanying financial statements.

**NOTE 8. DEFERRED COMPENSATION PLAN**

Certain employees of the St. Charles Assessor's office participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code (IRC) Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

**NOTE 9. PENSION PLAN**

**Plan Description.** The Assessor contributes to the Louisiana Assessors' Retirement Fund, a cost-sharing multiple employer defined benefit pension plan administered by a separate board of trustees. Provisions of the plan are set forth in the Louisiana Revised Statutes 11:1401 through 11:1483 to provide retirement, disability and survivor benefits for the assessors and their permanent, full-time employees. The Board of Trustees of the Louisiana Assessors' Retirement Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report



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**Year Ended December, 31 2009**

may be obtained by writing to the Board of Trustees, Louisiana Assessors' Retirement Fund, P.O. Box 14699, Baton Rouge, Louisiana, 70898.

**Funding Policy.** Plan members are required by state statute to contribute 8.0% of their annual covered salary and the St. Charles Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5% of annual covered payroll. Contributions to the System also include one-fourth of 1% of the taxes shown, which are to be collected by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the St. Charles Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the evaluation for the prior fiscal year.

Effective January 1, 2000, the assessor elected to also pay the employee portion of the retirement contribution. The St. Charles Parish Assessor's contributions to the System for the year ended December 31, 2009 were \$159,617 consisting of the employee portion of \$59,392 and the assessor's portion of \$100,225. The St. Charles Parish Assessor's total contributions to the System for the years ending December 31, 2009, 2008, 2007, and 2006, were \$159,617, \$161,355, \$155,186, and \$142,324 respectively, equal to the required contributions for each year.

**NOTE 10. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

The Assessor provides certain continuing health care and life insurance benefits for its retired employees and their spouses. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the Assessor. These benefits for retirees and similar benefits for active employees are provided through the Louisiana Assessor's Association Insurance Fund, whose monthly premiums are paid by the assessor. There are 5 retirees (including spouses) and 11 active employees participating in the insurance program during this year.

**Plan Description.** The Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare and life insurance for eligible retirees through the assessor's group health insurance plan. Benefit provisions are established by the Assessor. The Retiree Health Plan does not issue a publicly available financial report.

All employees are eligible to elect medical coverage upon retiring with at:

- Age 55 with at least 12 years of service, or;
- Any age with at least 30 years of service.

Coverage is provided to spouses of retirees who are currently receiving benefits. If the

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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

retiree predeceases the spouse, coverage for surviving spouse continues.

Effective with the year ending December 31, 2009, the Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). The statement has been implemented prospectively. Using this method, the beginning other post employment benefit (OPEB) liability is set at zero and the actuarially determined OPEB liability relative to past service (prior to January 1, 2009) will be amortized and recognized as an expense over thirty years.

**Funding Policy.** The Assessor contributes 100% of the cost of current year premiums for eligible retired employees and their spouses. The Assessor recognizes the cost of providing these benefits (the Assessor's portion of premiums) as an expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you-go basis. For the year ended December 31, 2009, the Assessor contributed \$32,131, to the plan.

**Annual OPEB Cost and Net OPEB Obligation.** The assessor's annual OPEB cost (expense) is calculated based on the annual required contribution (ARC) of the employer. The Assessor has elected to calculate the ARC and related information using the Unit Credit Actuarial Cost Method. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the assessor's annual OPEB costs for the year, the amount actually contributed to the plan, and changes in the assessor's net OPEB obligation to the retiree health plan.

Annual Required Contribution	\$ 384,869
Interest on prior year Net OPEB Obligation	-
Adjustment to ARC	-
Annual OPEB Cost (expense)	<u>\$ 384,869</u>
Contributions made	<u>(32,131)</u>
Increase in Net OPEB Obligation	352,738
Net OPEB Obligation - beginning of year	-
Net OPEB Obligation - end of year	<u>\$ 352,738</u>

The assessor's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the year 2009 is as follows:

**ST. CHARLES PARISH ASSESSOR**  
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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
12/31/2009	\$ 384,869	8.3%	\$ 352,738

Fiscal year 2009 was the year of implementation of GASB Statement No. 45 and the Assessor has elected to implement prospectively. Therefore, prior year comparative data is not available. In future years, three-year trend information will be presented.

**Funded Status and Funding Progress.** As of December 31, 2009, the actuarial accrued liability for benefits was \$3,945,712, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$699,296, and ratio of the unfunded actuarial accrued liability to the covered payroll was 564%.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, will present multi-trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Because 2009 was the year of implementation of GASB Statement No. 45 and the Assessor elected to apply the statement prospectively, only one year is presented in the schedule at this time. In future years, required trend data will be presented.

**Methods and Assumptions.** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2009 actuarial valuation the unit credit actuarial cost method was used. The significant actuarial assumptions used in the valuation of the plan are as follows:

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**Notes to the Financial Statements**  
**Year Ended December, 31 2009**

1. Investment return of 4% per annum, compounded annually.

2. Retirement Rates

Age	Male	Female
46-49	22%	22%
50-54	44%	44%
55-57	4%	4%
58-62	18%	18%
63+	28%	28%

3. 100% of employees who elect coverage while in active employment and who are eligible for retiree benefits are assumed to elect continued medical coverage in retirement. For those who elect coverage, it is assumed that they will continue to be covered by the same plan as retirees that they were while active.

4. 100% of members electing coverage are assumed to also elect coverage for a spouse.

**NOTE 11. RISK MANAGEMENT**

The Assessor is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Assessor has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the insurance coverage for the past three years.

**NOTE 12. LITIGATION AND CLAIMS**

At December 31, 2009, the Assessor's office was involved in one claim filed to seek to invalidate a sheriff sale of property for non-payment of taxes. The relief sought, even if successful, is not material in amount.

**Required Supplemental Information**  
(Part 2 of 2)

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Budgetary Comparison Schedule - General Fund (GAAP Basis)**  
**Year Ended December 31, 2009**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues</b>				
Ad valorem tax	\$ 1,450,700	\$ 1,449,454	\$ 1,465,080	\$ 15,626
State revenue sharing	31,746	33,433	32,657	(776)
Computer service fees	5,000	5,000	5,000	-
Interest on investments	43,000	8,662	10,584	1,922
Duplicating fees	500	100	-	(100)
Listings	5,000	400	377	(23)
Preparation of tax roll	1,800	15,800	15,800	-
<b>Total general revenues</b>	<b>1,537,746</b>	<b>1,512,849</b>	<b>1,529,498</b>	<b>16,649</b>
<b>Expenditures</b>				
General government - taxation:				
Salaries:				
Assessor	135,696	135,696	135,696	-
Deputies	556,600	563,600	563,600	-
Other	2,400	2,400	2,400	-
Office expenditures	35,000	27,578	31,981	(4,403)
Disability insurance	1,875	1,969	1,969	-
Dues & subscriptions	6,500	6,768	6,915	(147)
Equipment maintenance	15,000	13,768	13,768	-
Insurance	6,000	6,318	6,318	-
Telephone	7,000	7,919	8,693	(774)
Travel and conventions	2,400	6,924	6,924	-
Payroll taxes	4,500	4,435	4,444	(9)
Automobile expenditures	775	914	945	(31)
Miscellaneous expense		100	-	100
Employers contribution to group insurance	176,000	168,349	168,349	-
Employers contribution to retirement	158,000	159,617	159,617	-
Deferred compensation	42,500	43,108	43,108	-
Contracted services	175,000	140,471	148,503	(8,032)
Capital outlay:				
Office uniforms	2,500	293	309	(16)
Equipment	5,000	5,248	1,136	4,112
<b>Total expenditures</b>	<b>1,332,746</b>	<b>1,295,475</b>	<b>1,304,675</b>	<b>(9,200)</b>
<b>Other Sources and (Uses)</b>				
Reimbursement from other taxing bodies	150,000	143,199	140,179	(3,020)
<b>Total other sources and (uses)</b>	<b>150,000</b>	<b>143,199</b>	<b>140,179</b>	<b>(3,020)</b>
<b>Net change in fund balance</b>	<b>355,000</b>	<b>360,573</b>	<b>365,002</b>	<b>4,429</b>
<b>Fund balances:</b>				
Beginning of the year	2,409,157	2,384,894	2,384,894	-
<b>End of the year</b>	<b>\$ 2,764,157</b>	<b>\$ 2,745,467</b>	<b>\$ 2,749,896</b>	<b>\$ 4,429</b>

**ST. CHARLES PARISH ASSESSOR**  
**Hahnville, Louisiana**

**Schedule of Funding Progress**  
**December 31, 2009**

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
January 1, 2009	\$ -	\$ 3,945,712	\$ 3,945,712	0%	\$ 699,296	564%

## **Reports by Management**



**ST. CHARLES PARISH ASSESSOR**  
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**Summary Schedule of Prior Audit Findings**  
**Year Ended December 31, 2009**

Ref No.

0812-01

Description of Findings

Internal Control Material Weakness. The size of the St. Charles Parish Assessor's operations and its limited staff preclude an adequate segregation of duties and other features of an adequate system of internal control over the accounting function.

Corrective Action Planned

The assessor has retained the services of an independent CPA who inspects the accounting journals on a monthly basis.

Although the chief deputy has the authority to sign checks, all of the checks are signed by the assessor.

Name of Contact Person

Clyde A. Gisclair, Assessor

Anticipated Completion Date

None

Additional Explanation

This is a common deficiency noted in audits of small governmental entities. The assessor's office does not employ enough people in its accounting department to segregate duties such as approving purchase orders, approving invoices for payment, printing checks, recording checks, signing checks, mailing checks, and reconciling bank statements. This is one example of the circumstances that resulted in the reportable condition.

This deficiency cannot be remedied in a cost effective manner.

**ST. CHARLES PARISH ASSESSOR**  
Hahnville, Louisiana

**Corrective Action Plan for Current Year Findings**  
**Year Ended December 31, 2009**

Ref No.

0912-01

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Clyde A. Gisclair, Assessor

Anticipated Completion Date

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This deficiency cannot be remedied in a cost effective manner.

**OTHER REPORT REQUIRED BY  
*GOVERNMENT AUDITING STANDARDS***



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING  
STANDARDS**

**Clyde Gisclair, Assessor  
St. Charles Parish Assessor  
Hahnville, Louisiana**

We have audited the financial statements of the governmental activities and major fund of St. Charles Parish Assessor as of and for the year ended December 31, 2009, which collectively comprise St. Charles Parish Assessor basic financial statements and have issued our report thereon dated June 22, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Assessor's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purposes of expressing an opinion on the effectiveness of the Assessor's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Assessor's internal control over financial reporting.

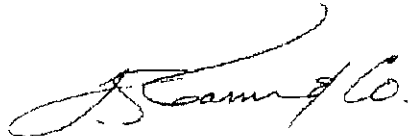
*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We identified one deficiency in internal control over financial reporting that we consider to be a material weakness, as defined above (0912-01). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Assessor, those governments for which reporting is required, and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.



Thibodaux, Louisiana  
June 22, 2010